



**Office of the New York State
Attorney General**

**Letitia James
Attorney General**

Purchasing Memorandum III

DATE: 2/9/2026

PLEASE ADDRESS INQUIRIES TO:

James Busta, *Contract Management Specialist*

Telephone Number: (518) 776-2112

E-Mail: purchase@ag.ny.gov

REQUEST FOR PROPOSAL NO.: 25-003

TITLE: RFP 25-003 Emergency Management COOP

RESPONSE DUE DATE: 2/16/2026

SUBJECT: Answers to Questions/Inquiries

TO: ALL PROSPECTIVE BIDDERS

In reference to the above Request for Proposal, the following questions/inquiries were submitted by the January 21, 2026 deadline. We are hereby providing answers to each question below:

1. QUESTION: Section 3.2 – Deliverables 3 & 4, Pages 3–5, Does OAG expect the Emergency Management Plan and COOP to be developed as enterprise-level plans applicable across all OAG facilities, or are individual site-specific plans or annexes expected? If site-specific plans are anticipated, how many facilities should bidders assume are in scope?

ANSWER: OAG would like a hybrid approach, with an Enterprise approach for the majority of the offices, and more targeted/specific plans on our largest offices in New York City, Albany, Buffalo, and White Plains.

2. QUESTION: As a consulting services firm, we do not typically provide services that are subject to sales tax. After reviewing New York state's list of taxable services, our services do not appear to fall under any taxable categories, and we have also confirmed with our tax accountants that these forms should not be required for our services. Given this, could you please confirm whether ST-220-TD and ST-220-CA are required documents for proposal submission under this opportunity, or if they may be omitted?

ANSWER: If the estimated value of the resulting contract will be less than \$100,000.00, OAG does not need the ST-220CA. If the resulting contract is more than \$100,000.00, the ST-220CA will be required for contract execution. OAG can waive these forms for proposal submission, but the awarded contractor will need to provide it for execution of a contract over \$100,00.00.



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The OAG has provided an updated version of the RFP package with revisions on the cover page (timeline and contract term) as well as updated to sections 5.4, 7.5, 7.6, & 7.7. All other terms and conditions remain the same.

This Purchasing Memorandum is to be signed, submitted and made a part of your response. If you have any questions, do not hesitate to contact the person listed on top of this memorandum.

VENDOR: _____

ADDRESS: _____

SIGNATURE OF BIDDER: _____

DATE: _____